Financial System Reporting Modifications
(Chart and Reporting Fields)

Lawrence Berkeley National Laboratory   **Financial Policies and Procedures**   **Part II - Chapter 1.03**

Title:	System Reporting Modifications
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Primary contact:	Manager, Financial Systems and Reporting

Summary

The purpose of this policy is to establish guidelines for initiating changes (additions, deletions or modifications) to *chart fields*, *reporting fields* and other important data elements in PeopleSoft financial systems to ensure uniformity, consistency and control.

Policy

Whenever a chart and/or reporting field needs to be changed, the *GL Accounts (Form 101)* and *MARS Codes (Form 102)* must be completed.

As required, management approvals must be obtained in the specific order as indicated on the form, which includes a justification for the change. Management approvals are required from the requesting department, General Accounting and the reconciling department. If the proposed change affects budgeting, the appropriate Direct or Indirect Budget Manager must also approve the form.

Procedures

It is the responsibility of the approving managers to thoroughly analyze the impact of the proposed change on functional and business practices, system and reporting requirements. The proposal must be reviewed by a representative from Financial Systems and Reporting (FSR) prior to approval.

When the required approvals are obtained from the functional managers, the FSR Manager will coordinate with the FSR functional analysts, and the Budget Manager (if applicable) to ensure necessary verifications and analysis are performed in PeopleSoft and other systems, as required.

Functional analysts from FSR and representatives from Information Systems and Services will perform the document observations and analysis, as indicated on Form 101 or Form 102, and will provide necessary approvals. Based upon the approved form, the FSR Manager will approve and implement the system field change as requested.

Contacts

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Glossary

- ***Chart field***: GL account number, resource category, project type, resource type, or Management Analysis and Reporting System (MARS) code

- ***Reporting field***: Department ID

Related documents

- GL Accounts Form 101

- MARS Codes Form 102